ERROR CORRECTION/EDIT

AND

CERTIFICATION REQUESTS

THIS PAGE INTENTIONALLY LEFT BLANK

Learning Points

This Module introduces the basic concepts of:

Pending File Maintenance (HSBFM) CAPP Topic 50135
- Deleting invalid, erroneous, or duplicate transactions from the pending file to prevent their processing.

- Entering transactions in different ways or first-time transactions, to see how they will process.
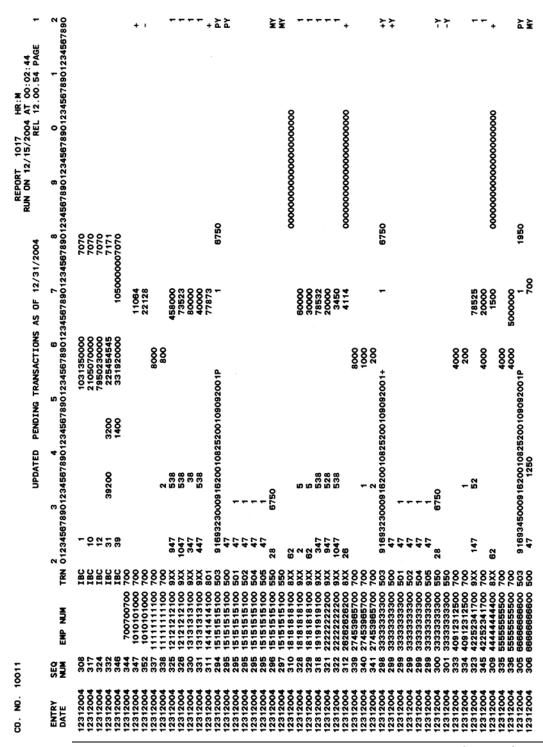
Edit Requests (PYEDT) CAPP Topic 50810
- Ensuring validity of transactions.

- Providing gross dollar amounts required for certification.

- Providing an opportunity to correct erroneous data and to enter additional data prior to certification.

Certification Requests (PYCTF) CAPP Topic 50815
- Authorizing payrolls to be processed and agencies funds to be charged for the related expenditures.

Pending File Reports

Report 1017 Updated Pending Transactions

```
CO. NO. 10011                                              REPORT 1017   HR:M
                                                           RUN ON 12/15/2004 AT 00:02:44
                                                                      REL 12.00.54 PAGE  1

                        UPDATED PENDING TRANSACTIONS AS OF 12/31/2004

ENTRY     SEQ
DATE      NUM   EMP NUM      TRN        2         3         4         5         6         7         8         9         0         1         2
                                 0123456789012345678901234567890123456789012345678901234567890

12312004  308                IBC        1                             1031350000                  7070
12312004  317                IBC        10                            2105070000                  7070
12312004  324                IBC        12                            7950230000                  7070
12312004  332                IBC        31                            225454545                   7171
12312004  346                IBC        39                            331920000      105000007070

12312004  344   700700700    700
12312004  347   1010101000   700                  39200              11064
12312004  352   1010101000   700                  1400               22128
12312004  337   1111111100   700                             8000                                                                      +
12312004  338   1111111100   700                             800                                                                       -

12312004  325   1212121200   9XX       947        2          538                458000                                                 1
12312004  326   1212121200   9XX       1047                  538                73523                                                  1
12312004  330   1313131300   9XX       347                   538                80000                                                  1
12312004  331   1313131300   9XX       447                   38                 40000                                                  +
12312004  311   1414141400   801                             538                77873                                                 PY
12312004  294   1515151510   503   91693230009162001082520010909201P            1                                          6750        PY

12312004  295   1515151510   550                  6750
12312004  297   1515151510   550
12312004  295   1515151510   501       47          1
12312004  295   1515151510   502       47          1
12312004  295   1515151510   504       47          1
12312004  295   1515151510   505       47          1
12312004  296   1515151510   550       28                    6750

12312004  310   1818181810   8XX       62                                                          0000000000000000000000000000000      MY
12312004  328   1818181810   9XX       2           5                             60000                                                 MY
12312004  329   1818181810   9XX       62          5                             30000                                                 1
12312004  318   1919191910   9XX       347         538                          78532                                                 1
12312004  321   2222222220   9XX       947         528                          20000                                                 1
12312004  322   2222222220   9XX       1047        538                          3450                                                   +
12312004  312   2626262620   8XX       26                             4114                          0000000000000000000000000000000

12312004  339   2745396570   700       1                     8000
12312004  340   2745396570   700       2                     1000
12312004  341   2745396570   700                             200

12312004  298   3333333330   503   91693230009162001082520010909201+            1                                          6750        +Y
12312004  299   3333333330   501       47          1                                                                                    +Y
12312004  299   3333333330   502       47          1          4000
12312004  299   3333333330   504       47          1
12312004  299   3333333330   505       47                     4000
12312004  300   3333333330   550       28          6750
12312004  301   3333333330   550

12312004  333   4091231250   700                   1          4000               78525                                                 -Y
12312004  334   4091231250   700       147         52         200                20000                                                 -Y
12312004  323   4225234170   9XX                                                 1500
12312004  345   4225234170   8XX       62                     4000
12312004  309   4444444440   700                             4000                                  0000000000000000000000000000000      1
12312004  335   5555555550   700                                                 5000000                                               1
12312004  336   5555555550   700   91693450009162001082520010909201P            1                                                      +
12312004  305   6666666660   503       47          1250                                                                                PY
12312004  306   6666666660   500                                                 700                                                    MY
```

Pending File Reports, Continued

HSBFM   Using the information in the table below, complete the Pending File
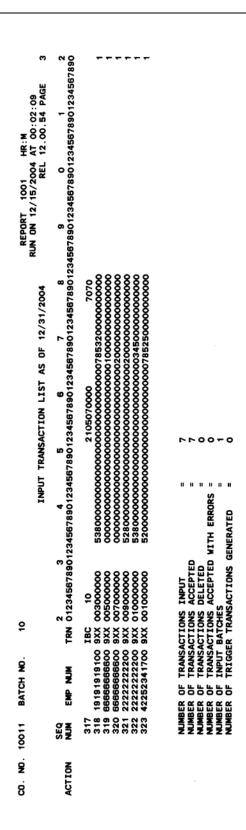Maintenance screen HSBFM:

Employee #	Entry DT	SEQ NO1	SEQ NO2	TRC CD
55555555500				
	0309XXXX	0005957	0005960	
18181818100	0309XXXX	0005965	0005965	
				700*
				IBC

* All other trans codes (7XX, 800, 900) have to be deleted by range or by individual.
NOTES: To delete - EE specific transactions enter EE#, Entry Date, Sequence 1 and 2
                    A range requires EE# to be blank, Entry Date, Sequence 1 and 2 are
                    required.

```
> GUH    100XX_____        ON HSBFM


         -------PENDING FILE MAINTENANCE--------

  __  COMPANY-->  _____   PAGE NUMBER-->  _____

 EMPLOYEE NO   TCD TRN  RELEASE EFF   REL   PRINT DATE
 0000000000     _  REL   00000000      0     00000000

 EMPLOYEE NO   TCD TRN  ENTRY DT   SEQ NO1  SEQ NO2  TRC CD  EFF DT
 _____     _  BFM   _____  _____  _____   ___    0000000

 _____     _  BFM   _____  _____  _____   ___    0000000

 _____     _  BFM   _____  _____  _____   ___    0000000

 _____     _  BFM   _____  _____  _____   ___    0000000


                      2/11/00  14:56:29   M3LL CIDL ____
```

Continued on next page

Pending File Reports, Continued

```
CO. NO. 10011   BATCH NO.   10                              REPORT 1001   HR:M
                                                            RUN ON 12/15/2004 AT 00:02:09
                                                                   REL 12.00.54 PAGE  3

                        INPUT TRANSACTION LIST AS OF 12/31/2004

                      0         1         2         3         4         5         6         7         8         9         0         1         2
ACTION                0123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890

SEQ
NUM    EMP NUM    TRN    IBC  10                     2105070000               7070
317
318  1919191900  9XX 003000000   5380000000000000000078532000000000
319  6666666600  9XX 005000000   0000000000000000000010000000000000
320  6666666600  9XX 007000000   0000000000000000000020000000000000
321  2222222200  9XX 009000000   5280000000000000000020000000000000
322  2222222200  9XX 010000000   5380000000000000000034500000000000
323  4225234170  9XX 001000000   5200000000000000000078525000000000


NUMBER OF TRANSACTIONS INPUT                  =  7
NUMBER OF TRANSACTIONS ACCEPTED              =  7
NUMBER OF TRANSACTIONS DELETED               =  0
NUMBER OF TRANSACTIONS ACCEPTED WITH ERRORS  =  0
NUMBER OF INPUT BATCHES                       =  1
NUMBER OF TRIGGER TRANSACTIONS GENERATED     =  0
```

Pending File Reports, Continued

```
CO. NO. 10011                                                    REPORT 1007    HR:M
                                                                RUN ON 12/15/2004 AT 16:08:03
                        DELETED   PENDING TRANSACTIONS AS OF 12/31/2004        REL 12.00.54 PAGE    1

                          0         1         2         3         4         5         6         7         8         9         0         1         2
ENTRY   SEQ              012345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890
DATE    NUM   EMP NUM    TRN
12312004 581  22222222200 BFM 12312004      321      322                                      20000
12312004 321  22222222200 9XX   947      528                                                  3450
12312004 322  22222222200 9XX  1047      538

                            DELETED
        COMPANY             TRANSACTIONS
        NUMBER

        10011                   02
```

Edit Requests

**Why edits
Won't Process**

The items below may help in determining why you did not receive an edit:
- Multiple pay frequencies are used
- Different check 'months' were used
- Number of days in the period exceeds the number of days allowed in the 'frequency'
- Request was entered for a 'regular' and a 'special' on the same night for different frequencies
- You did not 'ENTER' or the system did not accept the transaction
-

Edit Requests, Continued

Requesting An Edit

Using the information below, complete the CIPPS Payroll Edit/Scrub screen PYEDT:

Frequencies	Pay Period	Check Date	Type of Pay
70 to 72	May 10 – 24, 2001	May 31, XXXX	Regular
75	April 10 – 24, 2001	May 15, XXXX	Regular
90	April 1 – 30, 2001	May 16, XXXX	Special
49	May 11 – 24, 2001	May 24, XXXX	Regular

------ CIPPS PAYROLL EDIT/SCRUB ------

_ CONTROL AGENCY: 00000   DATE: 00/00/00   PAGE NO: 0000

THE FOLLOWING PAY FREQUENCIES ARE SUBMITTED FOR CIPPS SCRUB PROCESSING:

CO #	FREQ LO - HI	PAY PER	PERIOD BEG DT	PERIOD END DT	CHECK DATE	PAY TYPE	**TIME ENTERED**
_____	____-____	___	_____	_____	_____	____	_____
_____	____-____	___	_____	_____	_____	____	_____
_____	____-____	___	_____	_____	_____	____	_____
_____	____-____	___	_____	_____	_____	____	_____
_____	____-____	___	_____	_____	_____	____	_____
_____	____-____	___	_____	_____	_____	____	_____

Certification Requests

Certifying Payroll

When requesting Certification:
- Certify by individual frequency
- Assign a unique voucher number
- Enter gross pay on the first line

Using the information below, complete the CIPPS Payroll Certification screen PYCTF:

Frequencies	Voucher #	Pay Period	Check Date	Gross	Type of Pay
70	16660101	Mar. 10–24, XXXX	Mar. 31, XXXX	$117,417.10	Regular
71	16660102	Mar. 1–15, XXXX	Mar. 31, XXXX		Regular
72	16660103	Mar. 1 – 15, XXXX	Mar. 31, XXXX		Regular

```
> GUH   100XX                                            ON PYCTF


              ------ CIPPS PAYROLL CERTIFICATION ------

 _   CONTROL AGENCY: 100XX        DATE:  03/03/01        PAGE NO: 0001


 THE FOLLOWING PAYROLLS ARE APPROVED FOR PAYMENT:


        PAY          PAY   PER    PERIOD    CHECK    CURRENT  PAY  LOGON    TIME
 CO  #  FREQ  VOU. #  PER   BEGDT  END DT    DATE     GROSS   TYP   ID    ENTERED


 _____  __ _____  __ _____  _____ _____ _____  __  000000  00:00:00
 _____  __ _____  __ _____  _____ _____ _____  __  000000  00:00:00
 _____  __ _____  __ _____  _____ _____ _____  __  000000  00:00:00


  I CERTIFY THAT I HAVE REVIEWED THE REFERENCED PAYROLL DATA IN
 ACCORDANCE WITH PROCEDURES OUTLINED IN THE CAPP MANUAL, VOL 1,
 SECTION 50810, AND REASONABLY BELIEVE THAT THESE TRANSACTIONS ARE
 NECESSARY, ACCURATE AND APPROPRIATE.


                     03/03/01  13:04:01  M3LL ACTION ____
```

END OF MODULE 6